

**ATTACHMENT 1**

**MANDATORY QUALIFICATIONS AND REQUIREMENTS RESPONSE MATRIX**

The following requirements copied from Section 4 of the RFP are **mandatory** and the Proposer must be able to meet each requirement at the time of the Proposer’s response to the RFP and during the entire term of the resulting Contract. **The Proposer shall not provide additional comments or explanations. Further, Proposers shall not point to or recommend other documentation to describe its compliance or non-compliance with any qualification/requirement.**

Failure of a Proposer to meet the mandatory qualifications and requirements shall result in rejection of the Proposal. In the event there is an individual mandatory qualification or requirement that no Proposer can meet, the Board reserves the right to eliminate that individual mandatory requirement; in such case, the Board shall continue the evaluation of Proposals and select the Proposal that most closely meets the remaining qualifications and requirements specified in the RFP.

The Proposer must complete this form by checking either “Yes” or “No” for each of the mandatory qualifications/requirements in the appropriate column.

- “Yes” indicates that the Proposer can certify the statement is true and that the requirement is currently available at the time Proposer’s response to the RFP is submitted to the Board and any resulting Contract.
- “No” indicates that the Proposer cannot certify the statement is true, the Proposer cannot meet the Mandatory qualification/requirement, or the requirement is not available at the time the of the Proposer’s Response to the RFP. A “No” response will disqualify the Proposal.

This form shall be completed, signed, and included in “Response to Section 4 Mandatory Requirements” of your Proposal.

SECTION	MANDATORY QUALIFICATION / REQUIREMENT	YES	NO
<b>4.</b>	<b>GENERAL REQUIREMENTS</b>		
<b>4.1</b>	<p><b>Mandatory Proposer Qualification</b></p> <p>Proposer must have a minimum of three (3) years of relevant experience, within the last five (5) years, with consulting projects specifically related to 9-1-1 call processing in a NG9-1-1 environment, such as regulatory and funding assessment, 911 technology assessments, strategic plan development, and NG911 system design and development.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.1.1</b>	<p><b>Proposer References</b></p> <p>Provide at least three (3) different references for organizations with whom your company has provided similar services over the last five (5) years. Include a contact name, telephone number, and a clear, concise description of the project.</p> <p>Check “Yes” to confirm <i>this</i> has been completed and submitted as directed.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2</b>	<p><b>Mandatory Contract Performance Requirements</b></p> <p>Proposer must agree to provide all deliverables identified in Section 1.4 Project Plan and Deliverables.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.1</b>	<p><b>Work Plan</b></p> <p>Within five (5) business days of Contract execution, Contractor must provide a final work plan to the Board that identifies a chronological outline of all activities related to the project, key timelines and the deliverables that will be provided which shall include all identified in Section 1.4 at a minimum.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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SECTION	MANDATORY QUALIFICATION / REQUIREMENT	YES	NO
<b>4.2.2</b>	<b>Information Gathering</b> Contractor must assist the Board project team to complete information gathering process and analysis of the existing systems and technology in the state, roles, and responsibilities for the project.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.3</b>	<b>Additional Reports</b> Contractor must provide additional reports (e.g. white papers, ad hoc reports, gap analyses) as needed at the request of the Board. Contractor must make all commercially reasonable efforts to provide all additional reports and work products requested as soon as possible or at a time agreed to by the Board.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.4</b>	<b>On-Going Communications</b> Contractor must maintain regular and ongoing communication with the Board project team and provide advice, consultation, and written opinions/ recommendations as needed.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.5</b>	<b>Work Product</b> Contractor must agree that any work products developed as part of the project (e.g. all written reports, drafts, presentation and meeting materials, survey data, tools, associated methodologies, etc.) will remain the property of Board.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.6</b>	<b>Additional On-Site Consultation Services</b> Contractor must provide additional on-site consultation services (e.g. committee meetings, Board meetings, etc.) at the request of the Board.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.7</b>	<b>Services Performed within the U.S.</b> Services must be performed in the United States. The inability to perform all services in the United States shall be grounds for disqualification of the submitted Proposal. Countries party to the World Trade Agreement may not be subject to this requirement.	<input type="checkbox"/>	<input type="checkbox"/>

**Company Name:** [Click here to enter text.](#)

**Proposer's Name and Title:** [Click here to enter text.](#)

**Proposer Signature:** \_\_\_\_\_